

# **St Paul's C of E Junior School (Voluntary Aided)**

## **Admissions Policy for 2024/2025**

The Governors of St Paul's Church of England Junior School are the Admissions Authority for the school. Following consultation with the Diocesan Board of Education and the Local Authority the Governors have set the published admission number for access to the Year 3 as 35.

The parental pack supplied by the county council contains information about how to apply for a junior school place. Below you will find St. Paul's admissions policy. All applications are now made on the county council website. Parents/carers can also make a paper application on form SA1 which is also available on the website or from the School Admissions Team.

**An application for entry in September 2024 must be made by the closing date which is the 15th January 2024**

Parents are encouraged to name three schools in order of preference on the application form. The Governors operate a system whereby they consider all preferences equally. So the order of your preferences will not be used in considering your application. (It will only be used if a place is available for your child at more than one school.) Places at this school will be allocated according to this Admissions Policy and the Local Authority's Coordinated Admissions Scheme. A letter informing parents of the success or otherwise of their application will be sent out by the Local Authority. Parents of those children not offered a place will be informed of the reason, their right of appeal and offered an alternative school by the Local Authority.

**All children will be admitted unless there are more applicants than places in which case the Governors will make allocations using the following criteria. These are listed in order of priority.**

1. Children looked after and who were previously looked after, i.e. in public care giving priority, if necessary, to the youngest child[ren].  
A child looked after is a child in public care, who is looked after by a local authority within the meaning of Section 22 of the Children Act 1989. Children previously looked after are children who were looked after, but have ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002 or became subject to a Child Arrangements Order or Special Guardianship Order (Children Act 1989). The provision to give the highest priority to looked after and previously looked after children, applies to all children who have been adopted from local authority care.
2. Children who have physical and/or medical needs who would be disadvantaged by travelling to another school. Written evidence from an appropriate professional (e.g. a letter from a doctor or a social worker) would be required for the Governors to consider admission in this category.

3. Children living within the parish of St Paul's Church having a brother or sister attending our school at the time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted and foster children.
4. Children living within the parish of St Paul's Church.
5. Children living outside the parish of St Paul's Church having brothers and sisters attending our school at the time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted and foster children.
6. Where applicants do not fall into any of the above categories.

A map of the area covered by the parish of St Paul's Church is available in school or on [www.achurchnearyou.com/parishfinder](http://www.achurchnearyou.com/parishfinder).

**The criteria outlined above will be strictly followed there being one exception. If a child has an Education Health and Care Plan (EHCP) naming St Paul's Church of England Aided Junior School then irrespective of the criteria the child will be admitted as in these circumstances the Governors have a statutory duty to admit the child concerned.**

#### **Tie Break.**

In sibling categories, where there are more applicants than places available, age will act as a determining factor but unless specified it will be distance. The distance is measured from the child's home front door to the main entrance door of the school. The distance is determined by the shortest walking route by road. The governors will use the local authority measuring system to ensure consistency of measurement. The closest addresses will have priority.

#### **Address of Pupil.**

The address on the application form must be the current one at the time of application. Where a child can live at more than one address the home address is to be the one where the child sleeps and thus wakes up for all or the majority of the school week. Where there is any doubt the governors reserve the right to verify the information provided by the parent(s), for example, through the GP or the child benefit address.

#### **In Year Admissions.**

In year admissions are those which occur outside the "normal" admission time. If you wish your child to attend St Paul's Church of England Junior School you should visit our school and admission details will be provided if we have a vacancy in the relevant year. If your child is refused a place you will be informed of your right to appeal.

#### **Fraudulent applications.**

If the Governors of St Paul's Church of England Junior School discover that a child has been awarded a place as a result of an intentionally misleading application from a parent, for example, an incorrect address and as a result it effectively denies a place to a child with a stronger claim then the Governors will withdraw the offer of a place. The Governors will reconsider the application and the right of appeal offered if a place is refused.

### **Appeals Procedure.**

If the Governors are unable to offer your child a place because of over subscription you as a parent have a right of appeal under the School Standards and Framework Act 1998 as amended by the Education Act 2002. You should notify the Clerk to the Governors of St Paul's Church of England Junior School within 20 school days of receiving the letter which will give the grounds for refusing a place. As a parent you will have an opportunity to submit your case to an independent (of the Governors) appeals panel. You must set out your grounds for the appeal in writing. You will normally receive at least 20 school days notice of the time and venue for the appeal hearing where you will be able to present your case in person. This right of appeal does not prevent you from making an appeal in respect of any other school. The Independent Appeal will be organised on behalf of the Governors by the legal and Democratic Services at Carlisle.

### **Waiting List.**

Those children who are not offered a place may, if the parents so wish, be placed on a waiting list. The names will be placed on the list in the order of the admissions criteria. Late applicants will be slotted into the list according to the admissions criteria. It is thus possible for a child recently arrived in the area to have a higher priority than a child who has been on the waiting list for sometime. Irrespective of whether an appeal has been submitted, if a place becomes available it will be offered to the child at the top of the list. The waiting list will remain open for the whole of the first term in the year to which it relates.

### **Multiple births.**

The Governors of St Paul's Church of England Junior School will ensure as far as possible that twins, triplets or those children born in the same year are not separated. Such children will be given priority in any particular category.

Signed \_\_\_\_\_

Headteacher

Signed \_\_\_\_\_

Chair of Governors

Date \_\_\_\_\_

This policy will be reviewed

Date January 2024